

# How to do Business With the City of Las Vegas Outreach



# The City of Las Vegas (City)

## Purchasing & Contracts

- Responsible to purchase goods, services and construction for the city of Las Vegas, including:
  - Develop procurement strategies
  - Develop sources
  - Issue solicitations
  - Negotiate prices and terms and conditions
  - Finalize contract documents

# Applicable Laws

- Nevada Revised Statutes (NRS) 332 for Goods and Services; and
- NRS 338 for Construction
- <http://www.leg.state.nv.us/law1.cfm>



# NRS 332

## Bids (Goods and General Services)



- \$25,000 or less – Only one quotation required
- Over \$25,000 - \$50,000 – Two or more written quotations must be requested
- Over \$50,000 – Formal advertisement and bidding required

# NRS 332

## Competitive Bidding Exceptions Are:

- Contracts not required to be competitively bid; may eliminate the need for quoting or bidding.
- NRS 332.115 lists exceptions to competitive bidding.
- City is not prohibited from advertising for or requesting bids for items listed in NRS 332.115.

# NRS 338

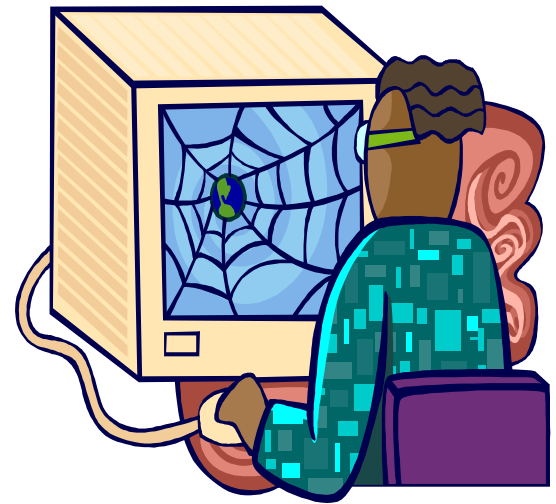
## Construction Services

- \$25,000 or less –  
Only one bid required
- More than \$25,000 -  
\$100,000 – At least  
three or more bids  
must be requested
- More than \$100,000 –  
Formal advertisement  
and bidding required



# Get Acquainted With the City Web site – [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)

- Click the “Business” tab
- Click “Doing Business with the City”
- Register as a Supplier, Review or update registration information
- Check for Bid Opportunities
- Check Bid Results
- Review Purchase Order Terms and Conditions
- Sign up for Electronic funds Transfer to be paid for City contracts by direct deposit
- Review the Supplier Diversity Program



# Get Acquainted With the City Website – Supplier Registration

- Register to be a supplier:  
Click on “Register” and complete the two-step process
- To review or update your information:  
Use your logon to sign in to the system and make changes





# Get Acquainted With the City Web site – Bid Opportunities and Bid Results

- Bid opportunities can be found on the city's Web site, on DemandStar and in the legal notices section of the Las Vegas Review-Journal
- Register on the [www.demandstar.com](http://www.demandstar.com) Web site to receive notifications of bid opportunities and applicable addenda
- Log on to the DemandStar system to download solicitations, plans and addenda
- Obtain the solicitation documents ONLY from DemandStar. If you obtain documents from any other source, there is no guarantee that you will be notified of any addenda, which may contain material changes to the technical specifications or extensions of time
- Bid results are also available on DemandStar

# Competitive Bid Process



- Bid document prepared and advertised
- Pre-Bid Conference held, if applicable.
  - Supplier participation strongly suggested, some are mandatory
- Site walk-through, if necessary
- Addenda issued, if applicable
- Bid opening, public is invited
- Bids evaluated
- Bid awarded to lowest responsive and responsible bidder
- Contract administration

# Competitive Request for Proposals (RFP) Process

- RFP document prepared and advertised
- Pre-Proposal Conference held
  - Supplier participation strongly suggested, some are mandatory
- Addenda issued, if applicable
- Proposal due date
- Proposals evaluated
- Oral interviews, if required
- Contract negotiation
- Contract award
- Contract administration

# Informal Quotation Process



- Quotation form prepared and issued by Purchasing & Contracts or using department, including applicable terms and conditions
- Site walk-through if necessary
- Addenda issued, if required
- Quotation due date
- Quotations evaluated
- Awarded to lowest responsive and responsible bidder
- Purchase Order issued with terms and conditions
- Contract administration

# M/W/DVBE Participation



- The Supplier Diversity Program provides technical assistance to minority-owned, women-owned and disabled veteran-owned business enterprises (M/W/DVBEs) to give those organizations greater access to contracting and procurement opportunities with the City.
- Must be at least 51 percent owned by one or more minorities/women/disabled veterans who also control and operate the business.
- Training available upon prior request immediately following Pre-Bid or Pre-Proposal Conference.
- For additional information, please call (702) 229-6231.

# Helpful Hints for Doing Business with the City

- Visit the city internet site:  
([www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)).
- Obtain and review the solicitation (Bid or RFP) document from DemandStar.
- Attend the Pre-Bid or Pre-Proposal Conference.
- Ask questions.
- Request training on Bid or Proposal preparation.
- Follow solicitation instructions completely.
- Provide all requested documentation.

Questions?

Thank you for your interest in the  
City of Las Vegas!

